

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

October 20, 2014

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TO: Subscribers**SUGGESTED DISTRIBUTION:** Commissioners, TA and SNAP Directors,
HEAP Coordinators, Staff Development, WMS Coordinators,
Accounting Supervisors**FROM:** Phyllis Morris, Deputy Commissioner
Center for Employment and Economic Supports**SUBJECT:** 2014-15 HEAP NYS Office of State Comptroller Voucher File Schedule**EFFECTIVE DATE:** Immediately**CONTACT PERSON:** HEAP Bureau at 1- (800) 343-8859, extension 3-0332

The purpose of this GIS message is to inform Social Services Districts (SSDs) of the initial production of the 2014-15 Home Energy Assistance Program (HEAP) vouchers for vendor direct payments. These vouchers will remain in issued status until they are transferred to NYS Office of State Comptroller (OSC) for payment once federal funding is in place.

HEAP OSC Voucher Production

The initial 2014-15 vouchers for HEAP OSC vendor payments authorized outside of the Autopay will be available to SSDs on Monday, October 13, 2014 and continue each Monday thereafter.

The TA and SNAP Autopay vouchers will be available to SSDs on Monday, October 20, 2014.

Voucher Review Period

During the review period there are only two actions that districts may perform on a HEAP OSC voucher that is in OSC-Issued status: correction of the customer account number and voiding the voucher.

Please note that each payment line has a unique voucher number and districts are able to void HEAP OSC vouchers using Accounts Menu, Selection 4 – Void a Voucher.

Districts must not adjust payment lines to zero on OSC vouchers.

Please contact your HEAP Bureau Liaison at (518) 473-0332 with any questions.